

Circuit Court and Records

80-03-Civil Case Intake

Fund/Agency: 001/80		Circuit Court and Records
Personnel Services	\$345,435	<p>CAPS Percentage of Agency Total</p> <p>4.5%</p> <p>95.5%</p> <p>■ Civil Case Intake ■ All Other Agency CAPS</p>
Operating Expenses	\$54,190	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$399,625	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$399,625	
Positions/SYE involved in the delivery of this CAPS	9/9	

► CAPS Summary

The Civil Intake Section is where all new Law and Chancery cases originate and for issuance of court processes relating to new civil cases filed.

► Method of Service Provision

Civil Case Intake is comprised of merit employees of Fairfax County. Public Service, Civil Intake, and Probate fall under the category of 'Public Service' and have the same supervisory staff. However, each unit has distinct responsibilities and mandates.

The Circuit Court has original jurisdiction for all civil suits involving \$15,000 or more in controversy, as well as adoptions, appeals, confession of judgments, divorce, expungements, garnishments, name changes, restoration of driving privileges, filing of church trustees, concealed weapons permits, and any other miscellaneous law or chancery cases. In addition,

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the Circuit Court has a concurrent jurisdiction with the General District Court for cases involving between \$1,000 and \$15,000 in controversy .

This section is mandated to acknowledge receipt of case papers, assign a case file/number, index the newly filed case, prepare the case file, and issue subpoena's and prepare Orders of Publication, if applicable.

In this area the staff interacts mostly with attorneys or legal assistants with the exception of the 'Pro Se' litigants (appearing on behalf of him/herself). Many legal questions are asked of staff and Virginia law prohibits staff from giving any form of legal advice. However, the Clerk's office has developed procedural brochures for the public in areas of divorce, adoption, and probate.

► Performance/Workload Related Data

No data is available.

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- [Code of Virginia](#) Rule 2:4,2:5,3:3§8.01-290 Subpoena in Chancery/Motion for Judgment
- [Code of Virginia](#) 16.1-112 Notification of an Appeal
- [Code of Virginia](#) 8.01Chancery and Law cases generally
- [Code of Virginia](#) 63.1-220 -238.02 Adoption
- [Code of Virginia](#) 2.1-116.06 Administrative Appeal
- [Code of Virginia](#) 15.1-497, 15.2-2308 Board of Zoning Appeals
- [Code of Virginia](#) 16.1-112 General District Court Appeals
- [Code of Virginia](#) 64.1-78 &79 Probate Appeal
- [Code of Virginia](#) 33.1-121 Condemnation/Eminent Domain
- [Code of Virginia](#) 8.01-431 Confession of Judgment
- [Code of Virginia](#) 8.01-217 Divorce
- [Code of Virginia](#) 19.2-392.2 Expungement
- [Code of Virginia](#) 2.1-340 Freedom of Information
- [Code of Virginia](#) 8.01-511,466 Garnishment